

2019–2020 Surgical Technology

Program Handbook

**Program is accredited by Commission on Accreditation
Of Allied Health Education Programs (CAAHEP)**

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Students are encouraged to read the WITCC general catalog for information regarding student rights, services, activities, and special programs which may be available to them. A copy of the catalog is available by calling Enrollment Services, WITCC, 712-274-8733, Ext. 1325 or 800-352-4649 or on our web site at www.witcc.edu.

its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact the Western Iowa Tech Community College (WITCC) Human Resources Department, Dr. Robert H. Kiser Building, Room A242, (712) 274.6400 x1220 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312.730.1560, fax 312.730.1576.

Directory

Admissions Office

Western Iowa Tech Community College
4647 Stone Avenue
P.O. Box 5199
Sioux City, Iowa 51102-5199
Phone: 712-274-6403 or
800-352-4649
Fax: 712-274-6412
E-mail: info@witcc.edu
Website: www.witcc.edu

Financial Aid Office (Surgical Technology program-specific scholarships are available)

712-274-6403 or
800-352-4649

Surgical Technology Program Advisor

Renee Nemitz, CST, RN, AAS, FAST

712-274-8733, Ext. 1391
E-mail: renee.nemitz@witcc.edu

Jenny Jolin, CST, AAS

712-274-8733, Ext. 1943
E-mail: jenny.jolin@witcc.edu

NOTE: Only available during the Fall and Spring Semesters

Professional Organizations

For more information or application, contact:

AST

6 West Dry Creek Circle, Suite 200
Littleton, CO 80120
(800) 637-7433
www.ast.org

NBSTSA

6 West Dry Creek Circle, Suite 100
Littleton, CO 80120
(800) 707-0057
www.nbstsa.org

ARC-STSA

6 West Dry Creek Circle, Suite 110 Littleton,
CO 80120
(303) 694-9296
www.arcstsa.org



Surgical Technologists

Surgical technologists, also called operating room technicians, assist in surgical operations. They prepare operating rooms, arrange equipment, and help doctors during surgeries.

Duties:

Surgical technologists typically do the following:

- Prepare operating rooms for surgery
- Sterilize equipment and make sure that there are adequate supplies for surgery.
- Ready patients for surgery, such as by washing and disinfecting incision sites
- Help surgeons during surgery by passing them instruments and other sterile supplies
- Count supplies, such as sponges and instruments
- Maintain a sterile environment.

Surgical technologists work as members of a healthcare team alongside physicians and surgeons, registered nurses, and other healthcare workers. Before an operation, surgical technologists prepare the operating room by setting up surgical instruments and equipment. They also prepare patients for surgery by washing and disinfecting incision sites, positioning the patients on the operating table, covering them with sterile drapes, and taking them to and from the operating room. Surgical technologists prepare sterile solutions and medications used in surgery and check that all surgical equipment is working properly. They help the surgical team put on sterile gowns and gloves. During an operation, surgical technologists pass instruments and supplies to surgeons and first assistants. They also hold retractors, hold internal organs in place during the procedure, or set up robotic surgical equipment. Technologists also may handle specimens taken from laboratory analysis.

Once the operation is complete, surgical technologists may apply bandages and other dressings to the incision site. They may also help transfer patients to recovery rooms and restock operating rooms after a procedure.

Work Environment

Surgical technologists are trained to maintain the sterile field, preventing the risk of infection during surgery. Surgical technologists held about 107,700 jobs in 2016. The largest employers of surgical technologists were as follows:

Hospitals; state, local and private	71%
Offices of physicians	11
Outpatient care centers	11
Offices of dentists	4

Ambulatory surgical centers are included in outpatient care centers. Surgical technologists wear scrubs (special sterile clothing) while they are in the operating room. Their work may be physically demanding, requiring them to be on their feet for long periods. Surgical technologists also may need to help move patients or lift heavy trays of medical supplies. At times, they may be exposed to communicable diseases and unpleasant sights, odors, and materials

Work Schedules

Most surgical technologists work full time. Surgical technologists employed in hospitals may work or be on call during nights, weekends, and holidays. They may also be required to work shifts lasting longer than 8 hours.

How to Become a Surgical Technologist

Surgical technologists work as members of a healthcare team alongside physicians and surgeons, registered nurses, and other healthcare workers. Surgical technologists typically need a postsecondary nondegree award or an associate's degree. Certification can be beneficial in finding a job. A small number of states regulate surgical technologists.

Education

Surgical technologists typically need postsecondary education. Many community colleges and vocational schools, as well as some universities and hospitals, have accredited programs in surgical technology. Programs range in length from several months to 2 years, and they grant a diploma, certificate, or associate's degree upon completion. Admission typically requires a high school diploma or the equivalent.

Surgical technology education includes courses in anatomy, physiology, biology, medical terminology, pharmacology, and other topics. Surgical technologists are trained in the care and safety of patients, sterilization techniques, how to set up technical or robotic equipment, and preventing and controlling infections. In addition to classroom study, students also work in supervised clinical settings to gain hands-on experience.

Surgical first assistants may complete a formal education program in surgical assisting. Others may work as surgical technologists and receive additional on-the-job training before becoming first assistants.

In 2016, there were about 500 surgical technologist programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Important Qualifications.

Detailed oriented. Surgical technologists must pay close attention to their work at all times. For example, they need to provide the correct sterile equipment for surgeons during an operation.

Dexterity. Surgical technologists should be comfortable working with their hands. They must provide needed equipment quickly.

Integrity. Because they are trusted to provide sterile supplies and quality patient care during surgical procedures, surgical technologists must be ethical and honest.

Physical stamina. Surgical technologists should be comfortable standing for extended periods.

Stress-management skills. Working in an operating room can be stressful. Surgical technologists should work well under pressure while providing a high level of care.

Surgical Technologists
Median annual wages, May 2016

Surgical Technologists
\$45,160
 Health technologists and technicians

\$42,750

Total, all occupations

\$37,040

Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

The median annual wage for surgical technologists was \$45,160 in May 2016. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$31,720, and the highest 10 percent earned more than \$64,800.

In May 2016, the median annual wages for surgical technologists in the top industries in which they worked were as follows:

Outpatient care centers	\$46,960
Offices of physicians	45,730
Hospitals; state, local, and private	44,740
Offices of dentists	44,050

Most surgical technologists work full time. Surgical technologists employed in hospitals may work or be on call during nights, weekends, and holidays. They may also be required to work shifts lasting longer than 8 hours.

Licenses, Certifications, and Registrations

Certification can be beneficial in finding a job. Surgical technologists may earn certification through credentialing organizations. Certification through the **National Board of Surgical Technology and Surgical Assisting** allows the use of the title "Certified Surgical Technologist (CST)." Certification typically requires completing an accredited formal education program or military training program and passing exam. Certification through the **National Center for Competency Testing** allows the use through formal education, military training, or work experience. All require documenting critical skills and passing an exam. Both certifications require surgical technologists to become certified in CPR or basic life support (BLS), or both. A small number of states have regulations governing the work of surgical technologists or surgical first assistants, or both. The **National Board of Surgical Technology and Surgical Assisting**, the **National Commission for the Certification of Surgical Assistants**, and the **American Board of Surgical Assistants** offer certification for surgical first assistants.

Advancement. Surgical technologists may choose to advance to other healthcare occupations, such as *registered nurse*. Advancement to other healthcare occupations would usually require additional education, training, and/or certifications or licenses. A technologist may also choose to become a *postsecondary teacher* of health specialties.

Job Outlook

Surgical Technologists

Note: All Occupations includes all occupations in the U.S. Economy.
 Source: U.S. Bureau of Labor Statistics, Employment Projections program.

Employment of surgical technologists is projected to grow 12 percent from 2016-2026, faster than the average for all occupations. Advances in medical technology have made surgery safer, and more operations are being done to treat a variety of illnesses and injuries.

In addition, the aging of the large baby-boom generation is

expected to increase the need for surgical technologists because older people usually require more operations to seek medical treatment to improve their quality of life. For example, an individual may decide to have a knee replacement operation in order to maintain an active lifestyle or to have cataracts removed to improve vision.

Job prospects. Job prospects should be best for surgical technologists who have completed an accredited education program and hold a certification.

Sources of Additional Information

For additional information on a career as a surgical technologist and for a list of CAAHEP-accredited programs, contact:

Association of Surgical Technologists
 6 West Dry Creek Road, Suite 200
 Littleton, CO 80120
 Internet: <http://www.ast.org>

For information on becoming a Certified Surgical Technologist, contact:

National Board of Surgical Technology and Surgical Assisting (NBSTSA)
 6 West Dry Creek Road, Suite 100
 Littleton, CO 80120
 Internet: <http://www.NBSTSA.org>

For information on becoming a Tech in Surgery-Certified, contact:

National Center for Competency Testing
 7007 College Blvd., Suite 250
 Overland Park, KS 66211

Western Iowa Tech Community College

Surgical Technology Programs

Mission Statement

“The mission statement of the surgical technology program is to educate the surgical technologist to play an active role in enhancing surgical care under the direction of the surgeon.”

The surgical technology program incorporates the mission statement of WITCC, which is . . .

“. . . to provide quality education and economically enhance the communities we serve.”

Surgical Technology Program Goals

Upon completion of the Surgical Technology Program, the graduate will be able to:

1. Independently function as a competent entry-level Surgical Technologist.
2. Perform as an integral member of the surgical team.
3. Transfer and correlate theory to practice in the surgical environment.
4. Exhibit the ability to provide safe patient care.
5. Display the ability to work effectively with supervisors and co-workers.
6. Assume responsibility for lifelong learning for continued self-improvement.
7. Hold the Certified Surgical Technologist Credential.

IOWA CORE PERFORMANCE STANDARDS

Iowa Community colleges have developed the following Core Performance Standards for all applicants to Health Care Career Programs. These standards are based upon required abilities that are compatible with effective performance in health care careers. Applicants unable to meet the Core Performance Standards are responsible for discussing the possibility of reasonable accommodations with the designated institutional office. Before final admission into a health career program, applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards. These materials must be submitted in accordance with the institution's ADA Policy.

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Cognitive-Perception	The ability to gather and interpret data and events, to think clearly and rationally, and to respond appropriately in routine and stressful situations.	<ul style="list-style-type: none"> ☐ Identify changes in patient/client health status ☐ Handle multiple priorities in stressful situations
Critical Thinking	Utilize critical thinking to analyze the problem and devise effective plans to address the problem.	<ul style="list-style-type: none"> ☐ Identify cause-effect relationships in clinical situations
Interpersonal	Have interpersonal and collaborative abilities to interact appropriately with members of the healthcare team as well as individuals, families and groups. Demonstrate the ability to avoid barriers to positive interaction in relation to cultural and/or diversity differences.	<ul style="list-style-type: none"> ☐ Establish rapport with patients/clients and members of the healthcare team ☐ Demonstrate a high level of patience and respect ☐ Respond to a variety of behaviors (anger, fear, hostility) in a calm manner ☐ Nonjudgmental behavior
Communication	Utilize communication strategies in English to communicate health information accurately and with legal and regulatory guidelines, upholding the strictest standards of confidentiality.	<ul style="list-style-type: none"> ☐ Read, understand, write and speak English competently ☐ Communicate thoughts, ideas and action plans with clarity, using written, verbal and/or visual method ☐ Explain treatment procedures ☐ Initiate health teaching ☐ Document patient/client responses ☐ Validate responses/messages with others
Technology Literacy	Demonstrate the ability to perform a variety of technological skills that are essential for providing safe patient care.	<ul style="list-style-type: none"> ☐ Retrieve and document patient information using a variety of methods ☐ Employ communication technologies to coordinate confidential patient care

CAPABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
Mobility	Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.	<ul style="list-style-type: none"> ◆ The ability to propel wheelchairs, stretchers, etc. alone or with assistance as available
Motor Skills	Gross and fine motor abilities to provide safe and effective care and documentation	<ul style="list-style-type: none"> ◆ Position patients/clients ◆ Reach, manipulate, and operate equipment, instruments and supplies ◆ Electronic documentation/ keyboarding ◆ Lift, carry, push and pull ◆ Perform CPR
Hearing	Auditory ability to monitor and assess, or document health needs	<ul style="list-style-type: none"> ◆ Hears monitor alarms, emergency signals, auscultatory sounds, cries for help
Visual	Visual ability sufficient for observations and assessment necessary in patient/client care, accurate color discrimination	<ul style="list-style-type: none"> ◆ Observes patient/client responses ◆ Discriminates color changes ◆ Accurately reads measurement on patient client related equipment
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	<ul style="list-style-type: none"> ◆ Performs palpation ◆ Performs functions of physical examination and/or those related to therapeutic intervention
Activity Tolerance	The ability to tolerate lengthy periods of physical activity	<ul style="list-style-type: none"> ◆ Move quickly and/or continuously ◆ Tolerate long periods of standing and/or sitting as required
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> ◆ Adapt to rotating shifts ◆ Work with chemicals and detergents ◆ Tolerate exposure to fumes and odors ◆ Work in areas that are close and crowded ◆ Work in areas of potential physical violence ◆ Work with patients with communicable diseases or conditions

Reviewed & Approved April 2018

Surgical Technology

Admission Requirements

All students must submit the following items for application to the program to be considered:

- A copy of a Final Official High School, GED or HSED transcript with date of graduation. For applicants currently in high school, please present a current high school transcript and then later submit the Final Official High School Transcript with the date of graduation.
- Official college transcripts of previously attended institutions.
- ACT Scores (if completed) listed on HS Transcript or other official documentation.

Students must meet one of the three criteria below for acceptance to the program:

CRITERIA 1 FOR ACCEPTANCE

1. Verification of high school, GED, or HiSet official transcript.
2. Submitted documentation of composite ACT score of at least 20.

OR CRITERIA 2 FOR ACCEPTANCE

1. Bachelor's Degree or higher from an accredited program and
2. At least eight (8) college credit hours in Biology or science equivalent with no grade lower than a C.

OR CRITERIA 3 FOR ACCEPTANCE

1. Verification of high school official transcript.
3. Satisfactory competition with no grade lower than a "B-" "BIO 169 and BIO 174 Human Anatomy & Physiology I and II.

OR CRITERIA 4 FOR ACCEPTANCE

1. Verification of high school official transcript of GPA 2.7 or higher.
2. Completion of (1) year high school Biology or science equivalent with no grade lower than a C.

Anatomy & Physiology I (BIO 169)

Students must meet ONE of the following criteria:

- 1) ACT Composite of 22 or higher
- 2) 2 semesters of High School Chemistry with a B- or better OR 1 semester of High School Chemistry with a B- or better and 1 semester of High School Biology with a B- or better
- 3) Completion with a C- or better in a transfer level Biology (BIO 105 or higher) or Chemistry (CHM 122 or higher)

Western Iowa Tech Community College
Program of Studies
Surgical Technology
Associates of Applied Science Degree

The Surgical Technology program is designed to prepare students to function as members of the surgical team in Hospitals and clinics with registered nurses and surgeons in the operating room. The graduate is qualified to prepare the surgical environment and function as a team member during the operative procedures. National certification is available to graduates. The surgical technology program is accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP). Job openings are available nationwide for graduates of the surgical technology program. Employment of surgical technologists is projected to grow 15 percent from 2014 to 2024, much faster than the average for all occupations. (Bureau of Labor statistics). Admission to the surgical technology program requires applicants to meet program-specific criteria. For information on application procedures and acceptance, contact the Admissions Office at WITCC. Students must achieve a grade point average of 2.00 (C) or above in all program requirements.

Catalog Number	Course Title	Semester Hours
SDV 108	The College Experience	1
BIO 169	Anatomy and Physiology I	4
SUR 127	Introduction to Surgical Technology	3
SUR 132	Surgical Practice	5
SUR 133	Surgical Asepsis and Instrumentation	3
SUR 111	Surgical Procedures I	3
Semester Total		19
BIO 174	Anatomy and Physiology II	4
SUR 112	Surgical Procedures II	3
SUR 145	Patient Care Concepts	3
SUR 423	Pharmacology for the Surgical Technologist	3
Semester Total		18
BIO 213	Surgical Procedures III	8
BIO 186	Microbiology	4
ENG 105	Composition I	3
Semester Total		15
SUR 214	Surgical Procedures IV	7
SUR 350	Surgical Board Review	1
SUR 535	Surgical Preceptorship	2
PSY 111	Intro to Psychology	3
Semester Total		13
Program Total Credits		64

Course descriptions may be found in the WITCC Catalog.

Program Advisor:

Renee Nemitz, CST, RN, AAS, FAST

Phone: 712-274-8733 or 800-352-4649, ext. 1391

Room L307

renee.nemitz@witcc.edu

College Policies

Please refer to the student handbook and the college catalog for information or policies related to:

- Discrimination, Sexual Harassment, Americans With Disabilities Act Compliance
- Sexual and Gender Harassment
- Discrimination
- Discipline
- Disability
- Release of Student Information
- Drug-Free College Community
- Transfer Students
- Financial Aid and Payment Options

The college handbook and the college catalog information may be acquired on-line at witcc.edu and then click on student services; or, a printed copy can be requested or acquired at the main Sioux City Campus Enrollment Services Office.

Student Organizations

Surgical Technology students are encouraged to participate in college-wide organizations and specific program organizations within the Surgical Technology program:

Once admitted to the Surgical Technology program, students will be eligible for student membership into the Association of Surgical Technologists, 7108-C South Alton Way, Englewood, CO 80112. Ph: 800-707-0057. (www.ast.org), with membership fees paid for by the College.

Student Senate – The Student Senate represents the student body in contacts with faculty and administration. Representatives to the Student Senate are elected from the various programs of instruction. These representatives are the voting members of the Senate, providing the students with a voice in college affairs. The Senate organizes and underwrites many special events planned for students. Student Senate representative(s) are elected by the students in the Surgical Technology program.

Student Insurance Overview

Malpractice Insurance – Students are highly encouraged to obtain their own individual coverage.

Student Accident and Health Insurance – From the Student Handbook: “WITCC does not have a compulsory insurance plan, but the College recommends that students enroll in a voluntary group accident and/or health insurance plan available through commercial insurance companies.” Insurance information is made available to students attending orientation sessions and is available in Enrollment Services. College liability insurance is not a substitute for health or accident insurance. **It is highly recommended that students obtain their own health insurance coverage.**

Surgical Technology Program – Campus Location

The Sioux City Campus offers the Surgical Technology program each fall semester. On-campus laboratory/clinical simulation facility is located in the Advanced Sciences Building, rooms L230, L228, and L229. Clinical sites include Mercy Medical Center, UnityPoint Health-St. Luke's, Pierce St. Same Day Surgery and Dunes Surgical Hospital.

Academic Advising

Academic advising assists students in realizing the maximum educational benefits available by helping them to better understand themselves and to learn to use the resources available at WITCC to meet their specific educational needs.

Renee Nemitz, Surgical Technology Instructor, will be your advisor throughout the program.

Role of Student in Advising

The student is to contact his or her advisor regarding all academic issues. It is necessary to make advance appointments with advisor for efficiency in scheduling. Faculty are available to meet new students taking either support courses or surg tech courses prior to registering.

Faculty are available at the Sioux City Campus for advising and program inquiries in Room #L307, Advanced Sciences Building, Main Campus, Sioux City, Iowa. Contact the WITCC Admissions Office at 712-274-6403 to schedule an appointment.

Advisor signatures are required on all course schedules, drop/add slips, transfer of program and credit forms, and forms for withdrawal from programs or the college.

The student is ultimately responsible to meet **all** requirements for graduation.

Academic Process

To ensure Clinical competency, Intro to Surgical Technology (SUR 127), Patient Care Concepts (SUR 123), Surgical Techniques (SUR 203), Pharmacology for the Surgical Technologist (SUR 420), and Surgical Procedures I (SUR 228), Surgical Procedures II (SUR 229), and Surgical Preceptorship (SUR 525) must be completed within two academic years..

Eligibility for Board Certification

The WITCC Surgical Technology program is CAAHEP accredited. Graduates from the program are eligible to obtain certification from the National Board of Surgical Technologist and Surgical Assistants.

Program Board Results

100% of the WITCC Surgical Technology Program graduates who attempted the National certification Exam in 2018 achieved the status of Certified Surgical Technologist(CST).

For more information or application, contact:

NBSTSA
6 West Dry Creek Circle, Suite 100
Littleton, CO 80120
(800) 707-0057
www.nbsta.org

CAAHEP
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350
www.CAAHEP.org

Requirements for Surgical Technology Clinical Courses

1. CPR Certification – American Heart Association BLS Health Care Provider Course
2. Child Abuse – Mandatory Reporter Training
3. Adult Abuse – Mandatory Reporter Training
4. Laboratory and Clinical Dress Code
5. Health Evaluations
6. Criminal and Abuse Background Checks

Photocopies of **CPR, Child Abuse, and Adult Abuse certification** must be turned in to the instructors prior to the start of clinical. (Students are responsible for obtaining their own photocopies.) If these requirements are not completed, students **cannot** be allowed to participate in the clinical rotation.

Cardiopulmonary Resuscitation

You are required to have a current CPR card and must have completed the American Heart Association BLS Health Care Provider course. This course is specifically for health professionals. If you now hold a card and it is due to expire halfway through the year, you should renew it early so that your card is current during the total clinical phase of the surgical technology course. For information on CPR courses offered at WITCC, contact WITCC Registration at 712- 274-6404 or 1-800-352-4649, Ext. 6404.

Criminal Background - General Information

Pre Clinical

WITCC will complete criminal background checks on all health students. Based on the findings, a determination will be made if the student is eligible to participate in clinical activities.

Post Graduation Exams

Criminal charges/convictions, abuse charges (adult or child), or a substance abuse history may impact a graduate's ability to obtain registration or licensure in the graduate's profession. Each licensing board will make the determination if a criminal background check will be completed before the graduate is eligible to write licensing/registration exams. See program handbook for additional information.

Employment in Health Care Professions

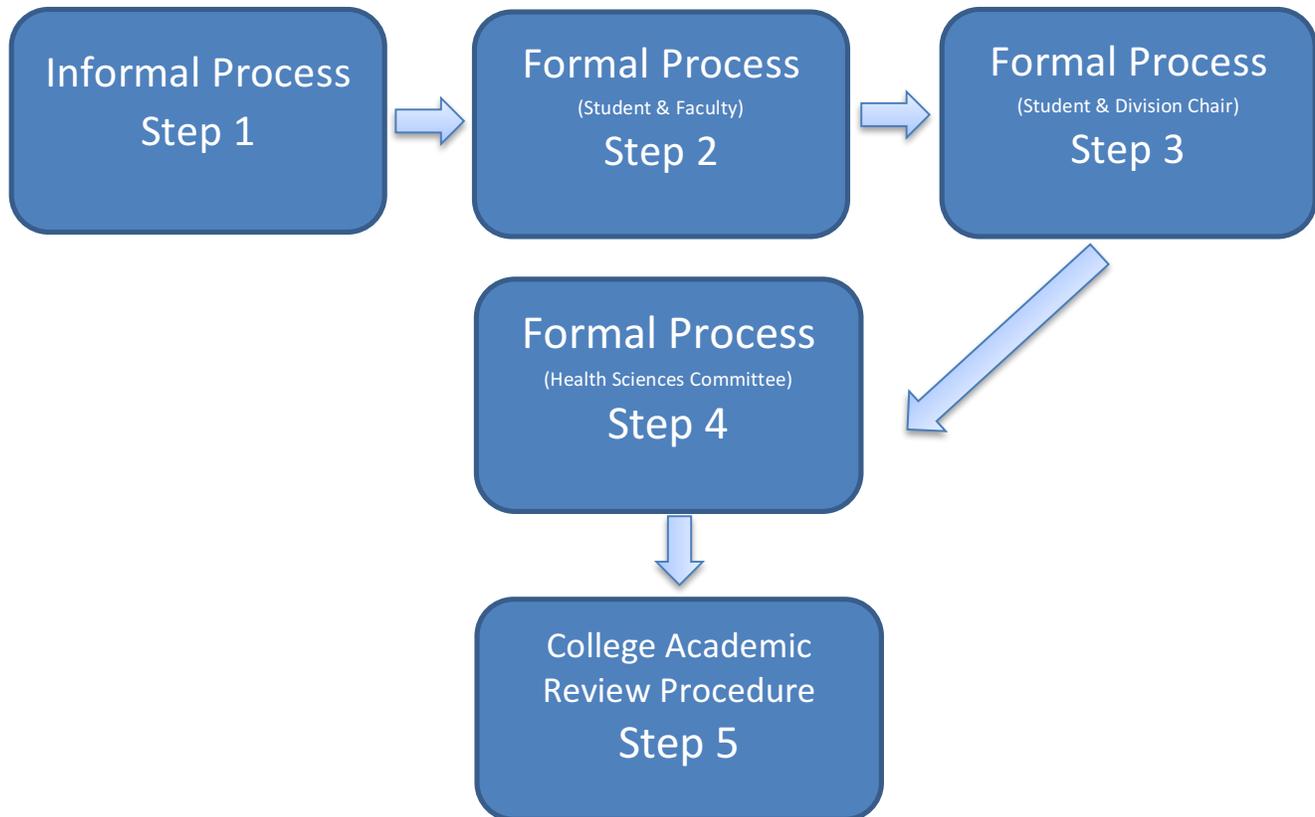
Employers have varied hiring policies based on their review of an applicant's criminal background history. Graduates/students need to be aware that:

- * Clearance for clinical while a student
- * Graduation from the program
- * Successful passage of licensing or registration exams

does not guarantee graduates will be eligible for employment at some agencies. Employment eligibility is determined by the hiring policies at each health care agency.

***Academic Review Procedure
Program/Course Appeal Process
Health Sciences Programs***

This process provides students with a mechanism to channel concerns related to departmental/program policies and procedures within the Nursing and Allied Health Departments. These may include concerns and/or violations of department, program, course, laboratory, and/or clinical policies and procedures.



Step 1: Informal Process:

- Students are encouraged to discuss specific concerns with the faculty involved within five (5) instructional days of issue. This is in an effort to resolve issue(s) by a prompt and effective means with free and informal communications.
- If at this point, the issue(s) is not resolved to the mutual satisfaction of both parties, the student should proceed to the formal process.
- Documentation of the discussion will be generated. (i.e. email, conference form, etc)

Step 2: Formal Process: (Student, Faculty)

- Student may initiate a formal appeal process in writing by completing and submitting the “Student Appeal Process Form” to the appropriate faculty.

- Appeal process form must be submitted within five (5) instructional days of the informal process meeting.
- Faculty will schedule meeting within five (5) instructional days.
- Faculty may initiate a formal conference with a student to discuss and develop a plan of action related to academic performance, behavior, or discipline.
 - Schedule meeting with student within five (5) instructional days.
 - Documentation: “Student Conference Form”
- If the issue is not resolved, the student may initiate Step 3 of the appeal process.

Step 3: Formal Process: (Student, Department and/or Division Chair)

- If issue is not resolved between student and faculty, the student will request appointment with the respective department and/or division chair within five (5) instructional days.
 - The appeal process request will be submitted by the student in writing to the respective program department and/or division chair.
 - Department and/or division chair will schedule meeting within five (5) instructional days.
 - Documentation: “Student Conference Form”
- If the issue is not resolved, the student may initiate Step 4 of the appeal process.

Step 4: Formal Process (Health Sciences Review Committee)

- If the issue is not resolved, the student may petition to meet with the Health Sciences Review Committee within five (5) instructional days of meeting with department and/or division chair.
 - Student will email request or schedule to meet with Health Sciences Review Committee within five (5) instructional days of meeting with department and/or division chair.
 - Student will submit all prior documentation related to the issue and complete an updated “Appeal Process” form with email request.
- Health Sciences Review Committee (Associate Dean of Career and Technical Education; Division Chair; 2 health faculty; 1 student)
 - Committee will convene meeting within five (5) instructional days of request.
 - Committee will review documentation and receive testimony from all parties.
 - Committee will render a decision and/or resolution within five (5) days
 - If the student is not satisfied with the resolution, they may initiate the college “Academic Review Procedure”

Step 5: Formal Process (College Academic Review Procedure)

- Students may initiate the college “Academic Review Procedure” For procedural step refer to the “College Catalog” and/or “Student Handbook.”

Child and Adult Abuse – Mandatory Reporter Training

All health personnel are mandatory reporters of child and adult abuse and are required to take a short course, approximately three hours in length, to provide information on the law, recognition, documentation and reporting of child and adult abuse.

For information on the courses offered at WITCC, contact WITCC Registration at 712-274-6404 or 1-800-352-4649, Ext. 6404.

Criminal and Abuse Background Checks

When a student starts the program, the College will initiate the background check process and the student must be cleared by the internal state agencies prior to clinical experience.

Grading (All Campuses)

All students accepted into the Surgical Technology program may **re-enroll only once** in the Surgical Technology program. Failure to comply will result in program dismissal. Surgical Technology courses included are:

SUR 111	Surgical Procedures I
SUR 112	Surgical Procedures II
SUR 127	Introduction to Surgical Technology
SUR 132	Surgical Practice
SUR 133	Surgical Asepsis and Instrumentation
SUR 145	Patient Care Concepts
SUR 213	Surgical Procedures III
SUR 214	Surgical Procedures IV
SUR 350	Surgical Board Review
SUR 423	Pharmacology for the Surgical Technologist
SUR 535	Surgical Preceptorship

Graduation

The Surgical Technology program at WITCC can impose requirements for program acceptance, grading, promotion, and graduation that may be higher than College policies.

The requirements for graduation from the Surgical Technology program supersede the College requirements. Students enrolled in the Surgical Technology program **must** achieve a final grade of “C” or better in all courses in the Surgical Technology program to be eligible for graduation.

**I have read and understand the grading and graduation policies
of the Surgical Technology Program.**

Please print:

Name: _____

Social Security Number: _____

Address: _____

Phone #: _____

Signature

Date

This form will be filled out and submitted the first day of class to your Surgical Technology instructor.

Western Iowa Tech Community College Surgical Technology Programs Clinical/Work Policy

Clinical experience is a part of the student's educational program.

Students may not be paid for their required clinical experience hours that are part of their program. Should a student be working for the same facility, they may only be paid for hours that are not part of their clinical experience.

Clinicals are designed to teach the student how to transition into the role as a Surgical Technologist in the surgical environment. Your participation in the O.R. will progress from observation to working independently as a Surgical Technologist. The clinical instructor will supervise you in the O.R. You will be assigned a preceptor for every surgical case you are assigned. You will be under direct supervision as all times. You are not a substitute for regular staff. If you are employed by any of Western Iowa Tech Community College's clinical affiliation sites:

- You will clearly define clinical hours and work hours. These hours should not overlap.
- Your work hours do not fulfill your clinical hours.
- You will not be paid for hours that you are in the O.R. in the student role.

I have read and understand the WITCC Surgical Technology Programs Clinical/Work Policy and agree to abide by the policy as written above.

Student's Signature _____

Date _____

Laboratory and Clinical Dress Code

1. Program Uniform: (Must be kept clean)

- Scrubs:* Forest green (shirt and pants)
- Lab Coat:* Must be **entirely** white, not below the knee
- Shoes:* Must be **entirely** white, clean, and **only** worn for Surgical Technology duties.
- WITCC Name Badge:* Will be provided by the institution. **(If lost, the student will be charged a fee for replacement.)**
- Hair:* Must be clean, off the collar, pulled back and secured. Only natural hair color will be allowed (i.e., no pink, green, orange, purple, etc.). **No** ornamental hair accessories are allowed. If barrettes, combs, or ponytail holders are needed, they should be white or the same color as the hair. Beards, mustaches, and sideburns must be clean, well manicured, and closely trimmed to the face.
- Cosmetics:* Fingernails must be clean, short, and neatly filed. **No** nail polish or acrylic nails are allowed.
Makeup should be applied in moderation.
No perfume, cologne, or aftershave is permitted.
- Jewelry:* No jewelry of any kind is permitted in clinical or laboratory.
- Hygiene:* Any offensive body odor and/or bad breath will be dealt with on an individual basis by the instructor.
Chewing gum, eating, and the use of tobacco are not acceptable in the clinical or laboratory area.
- Laboratory Activities:* begin the **first week** of classes and the student will be required to comply with the program dress code.

Uniform Purchase

Uniforms for Western Iowa Tech Community College's Surgical Technology program are available at the WITCC Bookstore. Students should order uniforms ahead of time and are to be sized at the Bookstore.

Health Evaluation

It is strongly recommended that all forms be forwarded to Marilyn West by October 1.

To provide a safe and healthy environment for yourself and those you will come into contact with, you must complete a health evaluation **prior** to entering the clinical phase of your education. **If these requirements are not completed, you will not be allowed to participate in the clinical rotation.** Western Iowa Tech Community College has contracted with Mercy Business Health Services to assist in evaluating the completion of this health evaluation.

Health Evaluation includes:

Health history, hearing, vision, immunization record, and physician physical.

Current Vaccinations:

You must provide proof that your vaccination status is current. Dates must accompany the physical; just listing “current vaccinations” will not satisfy the requirements. If you are unsure of your vaccination status, you should have your immunizations updated.

Hepatitis B:

You must show documentation of either:

1. Receiving the Hepatitis B Vaccine (a series of three shots for the prevention of Hepatitis B, a disease of the liver);
2. Decline to Accept Form;
3. OR that you are currently receiving the series by providing a photocopy of the consent verifying the process. If you are planning to start the vaccine at a later date, sign the Decline to Accept Form and submit it.

Tuberculosis Test:

Because of the increased incidence of tuberculosis, each student is required to have a current T.B. skin test. The T.B. skin test is valid for **one year.**

Completed Records:

The completed records will be reviewed. If there is need for additional information or tests, you will be contacted. **Please make a copy of your health evaluation for your own records. In the future, copies will not be made available for you.**

Please complete the health evaluation in its **entirety** and return promptly by email to **Marilyn West, RN, BSN; Western Iowa Tech Community College; marilyn.west@witcc.edu**. You may contact Marilyn at **712-274- 8733, Ext. 1256**. Your health evaluation is considered current for two years. If the course of your education extends past two years, your health evaluation **must** be repeated.

Mercy Business Health Services is available if you should have questions, if you need help finding a physician, or if you would like us to provide you with vaccinations. You may contact Mercy Business Health Services at 233-5155, Monday through Friday, 8:00 a.m. to 4:30 p.m.



WITCC Clinical Health Evaluation

Name: _____
Last Name (Please Print) First Name Middle Initial

Date of Birth: _____ E-mail: _____ Program of Study: _____

Student Signature: _____ Date: _____

Health Care Provider Complete The Following

Immunizations:

MMR #1:	MMR #2:		
Measles titre results:	Mumps titre results:	Rubella titre results:	
Tetanus/Diphtheria/Pertusis (Tdap)		Date Given:	
Hepatitis B #1:	#2:	#3:	Hepatitis B titre results:
Chickenpox #1:	#2:	Chickenpox titre results:	

Titre results must include numerical value – not just “positive, negative, immune”.

#1 Tuberculin Skin Test-Mantoux 5 TU/PPD (valid if within one year) Given: _____ Read: _____
PPD result (state reaction in mm): _____ Professional Signature: _____

#2 Tuberculin Skin Test-Mantoux 5 TU/PPD (valid if within one year) Given: _____ Read: _____
PPD result (state reaction in mm): _____ Professional Signature: _____

Questions:

#1 - Have recommendations for limited physical activity been made? Yes No
If “Yes”, for how long and why? _____

#2 - Do you recommend this individual for full participation in clinical? Yes No
If “No,” please comment: _____

Health Care Provider Name (please print): _____

Health Care Provider Signature: _____ Date: _____

Address: _____ Phone #: _____

How to Submit WITCC Clinical Health Evaluation

Scan all information as a PDF document and e-mail to: Marilyn.West@witcc.edu. The weekly deadline is 12 noon Friday. All information received by the weekly deadline will be reflected in a class update sent to your instructor the following Monday morning.

WITCC Clinical Health Evaluation approved in accordance with CDC guidelines by Mercy Business Health June 2017

Mercy Business Health

To: All WITCC Health Occupation Students

From: Marilyn J. West RN BSN

To provide a safe and healthy environment for you and those you will come in contact with, you must submit a completed WITCC Clinical Health Evaluation prior to your first day of clinical. You will not be cleared to participate in clinical until your WITCC Clinical Health Evaluation is complete. Below are answers to the most commonly asked questions. If you have any further questions, please feel free to contact me at Marilyn.West@witcc.edu.

Student Information

Be sure to answer and then sign all personal information on the top of the WITCC Clinical Health Evaluation.

Health Care Provider Complete The Following

This part of your WITCC Clinical Health Evaluation is to be completed by a medical doctor, a nurse practitioner or a physician's assistant. No other forms will be accepted.

Measles/Mumps/Rubella (MMR) – You will need to provide one of the following:

- two vaccination dates.
- positive titre for measles, positive titre for mumps and a positive titre for rubella.

Tetanus/Diphtheria/Pertusis (Tdap) – A Tdap is current for 10 years.

Chickenpox – You will need to provide one of the following:

- two vaccination dates.
- positive titre.

Hepatitis B (Hep B) – You will need to provide one of the following:

- vaccination dates.
- positive titre.
- signed decline form.

Tuberculosis - You will need to provide one of the following:

- Tuberculosis Skin Test (TST) – An initial baseline two-step TST is required. The second TST can be given one week to one year after the first TST as long as the first TST has not expired. A TST is current for one year. The first and second TST must be turned in before the start of clinical.
- If you have had a past positive TST, you will need to provide documentation of a negative chest x-ray. If the negative chest x-ray is more than one year old, you will also need to turn in a TB Symptom Assessment form.
- Negative TB QuantiFeron.

Please make sure that you keep a copy of your WITCC Clinical Health Evaluation for your own records. In the future, a copy will not be made available to you!

Information About Hepatitis B Vaccine

NOTE: *This form should be discussed with the physician of your choice, signed and returned with all other health forms.*

The Disease

Hepatitis B is a viral infection caused by Hepatitis B virus (HBV) which causes death in 1-2% of infected patients. Most people with Hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people develop chronic active hepatitis and cirrhosis. HBV also appears to be associated with the development of liver cancer.

The Vaccine

Hepatitis B vaccine is produced from the plasma of chronic HBV carriers. The vaccine consists of purified, inactivated Hepatitis B antigen. It has been extensively tested for safety and efficiency in large scale clinical trials with human subjects. A high percentage of healthy people who receive three doses of vaccine achieve protection against Hepatitis B. Persons with immune-system abnormalities, such as dialysis patients, have less response to the vaccine. Full immunization requires 3 doses of vaccine over a six-month period, although some persons may not develop immunity even after 3 doses. There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

Possible Vaccine Side Effects

The incidence of reported side effects is low. A small percentage of persons receiving the vaccine experience tenderness and redness at the site of injection. Low grade fever may occur. Rash, nausea, joint pain, and mild fatigue have also been reported. Few cases of serious side effects have been reported with the vaccine, including Guillain-Barre Syndrome, although the possibility exists that more serious side effects may be identified with more extensive use.

You may check with your insurance company concerning coverage.

If you have any questions about Hepatitis B or the Hepatitis B vaccine, please discuss with your physician.

Consent Form

I have discussed with my physician and have read the above statement about Hepatitis B and the Hepatitis B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of Hepatitis B vaccination. I understand that I must have 3 doses of vaccine to confer immunity. However, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine. I **request** that it be given to me. My decision is voluntary. I understand that all arrangements for receiving the vaccine are my responsibility.

	Date	Lot #	Site	Nurse
_____ Name of Person to Receive Vaccine (Please Print)	(1) _____	_____	_____	_____
_____ Signature of Person Receiving Vaccine	(2) _____	_____	_____	_____
_____ Date Signed	(3) _____	_____	_____	_____

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You may check with your insurance company concerning coverage.

If you have any questions about Hepatitis B or the Hepatitis B vaccine, please discuss with your physician.



Decline to Accept

I have discussed with my physician and have read the above statement about Hepatitis B and the Hepatitis B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of Hepatitis B vaccination. I understand the benefits and risks of the Hepatitis B vaccine and **I do not** wish to receive the vaccine.

Name of Person Declining Vaccine (Please Print)

Signature of Person Declining Vaccine

Date Signed

RETURN EMAIL TO:
Marilyn West, RN, BSN
Western Iowa Tech
Community College
marilyn.west@witcc.edu

Clinical Participation Requirements

WITCC uses external affiliated agencies for clinical experiences for our students. Affiliated agencies may impose requirements for students in order that they be allowed access to clinical experience.

- **Students may be required to provide the following information to external affiliated agencies:**
 - Health Screening/Immunizations
 - CPR
 - Mandatory Reporter
 - Criminal and Abuse Background Checks
 - Drug Test
- **The student should maintain copies** of the documents listed above. *Affiliating agencies may require the student to provide a copy of the documentation.*
- **Drug Testing**
Students may need to consent for drug testing and release of that information to external affiliating agencies for clinical experience. Western Iowa Tech Community College is uncertain of what other drugs may be screened.
- Unprofessional conduct, breach of confidentiality, or performing duties beyond the scope of practice or academic preparation is grounds for immediate removal from the clinical site. Removal will result in failing clinical and may include disciplinary action.



NOTICE AND RELEASE - READ CAREFULLY BEFORE SIGNING

I, the undersigned student in a health occupations program at Western Iowa Tech Community College, understand that participation in a clinical experience is part of the health occupations program and that participation in a clinical experience includes working at an affiliating agency. I further understand that affiliating agencies have the right to establish requirements for participation in clinical experience. I understand that I am responsible for providing copies of the documentation requested by the affiliated agency. I understand and agree that if I am rejected for participation in a clinical experience by an affiliating agency or if I refuse to submit to checks or tests that are required by an affiliating agency in order to participate in a clinical experience, I may be unable to complete my program of study and graduate from a health occupations program. I hereby release Western Iowa Tech Community College, its employees, and all affiliating agencies from any liability with regard to my participation in a clinical experience and decisions made concerning my participation in a clinical experience.

Print name: _____

Student's Name

Program

Date

Confidentiality Agreement

Please read and sign the following statement

In accordance with the Health Insurance Portability and Accountability Act (HIPAA), it is the policy of WITCC that confidentiality and privacy of information is of utmost importance for health occupations students. Confidential information is any client, physician, employee, and business information obtained during the course of your clinical experiences associated with WITCC. Please read and sign the following confidentiality statement.

I will treat all confidential information as strictly confidential, and will not reveal or discuss confidential information with anyone who does not have a legitimate medical and/or business reason to know the information. I understand that I am only permitted to access confidential information to the extent necessary for client care and to perform my duties. Information that may be construed as a breach of confidentiality includes but is not limited to:

- (1) client's name and other identifying information
- (2) client's diagnosis
- (3) type of care being provided
- (4) reason for seeking health care services, treatment, and response to treatment
- (5) personal problems or actions

I will not access, use or disclose confidential information in electronic, paper, or oral forms for personal reasons, or for any purpose not permitted by agency policy, including information about co-workers, family members, friends, neighbors, celebrities, or myself. I will follow the required procedures at all agencies to gain access to my own confidential patient information.

In preparing papers, presentations, and other course work I will de-identify protected health information. I will not remove any individually identifiable health information from the facilities in which I am completing my clinical experience. The following are guidelines to be followed in order to be compliant with standards.

- The HIPAA Privacy Rule allows health care providers to use and disclose Protected Health Information (PHI) without a patient's written authorization for purposes related to treatment, payment, and health care operations. It further defines "health care operations" to include *"to conduct training programs in which students, trainees, or practitioners in areas of health care learn under supervision to practice or improve their skills as health care providers."*
- **Minimal Information:** The amount of PHI used must be the minimum amount necessary to conduct the training. Allowable information can include race, age, other medical conditions, prior medical conditions, and other background information only if necessary to accomplish the prescribed assignment. **Do not include the patient's name and medical record number. In addition, do not talk about other identifying characteristics, for example the patient's job, job title, where they work, where they live, their community activities, etc.**

HIPAA Program Office; The University of Chicago Medical Center; GUIDANCE (February 18, 2008)

I agree to use all confidential information and the information systems of the facilities I am assigned in accordance with facility policy and procedure. I also understand that I may use my access security codes or passwords only to perform my duties and will not breach the security of the information systems or disclose or misuse security access codes or passwords. I will also make no attempt to misuse or alter the information systems of the facilities in any way.

I understand that I will be held accountable for any and all work performed or changes made to the information systems or databases under my security codes, and that I am responsible for the accuracy of the information I input into the system. I understand that violation of such policies and procedures may subject me to immediate termination of association with any facility, as well as civil sanctions and/or criminal penalties.

Any student who fails to maintain confidentiality and/or directly violates confidentiality may risk expulsion from the program in which they are enrolled.

I have read and understand the WITCC confidentiality policy and agree to abide by the policy as written above.

Print name: _____

Student Signature: _____

Date: _____

Social Media Policy

Western Iowa Tech Community College supports the use of technology inside and outside the classroom. This support comes with the expectation that students in WITCC programs will uphold the legal and ethical standards of their prospective professions and the WITCC Health Science programs when using such technology, including social media. State and Federal laws regarding privacy, such as HIPAA and FERPA, apply to all communication, whether educational or personal.

Students may not post or otherwise publish confidential or protected information. No information identifying a patient, patient situation or clinical facility may be posted on any social media website. Social media outlets include but are not limited to: Facebook, LinkedIn, SnapChat, YouTube, Twitter, Instagram or similar sites in the future. Student use of photography and/or recording devices is prohibited in all class room, laboratory and clinical sites, unless formal permission of the instructor of record is granted in advanced.

Students are expected to maintain professional boundaries in their communication with others. Students should not give healthcare advice on social media sites. Students should not “follow” or become a patient’s “friend” on a social media site.

Any violation of this policy must be promptly reported to the program faculty. Disciplinary actions up to and including student removal will be taken accordingly. Students may be banned from the clinical facility, and/or subject to immediate expulsion from the Health Science Program. Students may also be subject to civil and/or criminal actions.

Print name: _____

Signature: _____

Date: _____

Revised & Accepted 11/30/17

Signature Sheet of Understanding

I have reviewed and understand the Surgical Technology Program Admission Information Booklet and agree to abide by these policies.

Print name: _____

Date: _____